

# BLS Website Style Guide

## Intro

Welcome to the BLS Website Style Guide. The style guide governs the rules and standards for all content that is hosted on [www.bls.gov](http://www.bls.gov) and [data.bls.gov](http://data.bls.gov).

The guidelines outlined in the BLS Style Guide were established to ensure BLS maintains a professional appearance/presence and addresses the accessibility issues based on Section 508 requirements for the World Wide Web (WWW). Developing HTML documents under these guidelines will provide a framework on which to build a user friendly system to serve the wide range of BLS customers including students, researchers, government employees, journalists, congressional staff, and persons with disabilities.

The BLS Style Guide is in compliance with the DOL's Web site standards:

- <http://www.labornet.dol.gov/eci/policies/design.htm>

The BLS web site must also adhere to the Federal web site requirements and best practices:

- [http://www.usa.gov/webcontent/reqs\\_bestpractices.shtml](http://www.usa.gov/webcontent/reqs_bestpractices.shtml)



# Table of Contents

<b>Intro</b>	<b>1</b>
<b>Table of Contents</b>	<b>2</b>
<b>Editorial Style</b>	<b>5</b>
Style Guide	5
Web Style	5
Writing for the Web	5
Character count for the BLS Feature, Factoid, and Slots titles	6
Headline Files	6
<b>Designing for our Users</b>	<b>9</b>
Identify Your Target Audience	9
Understanding Our User's Needs	9
<b>Quality, Usability, &amp; Accessibility</b>	<b>10</b>
Quality	10
Usability	10
Bls.gov is Now More Accessible for:	10
BLS Section 508 Guidelines	11
Helpful Section 508 Links:	12
<b>Brand &amp; Identity</b>	<b>13</b>
BLS is:	13
What Do We Do?	13
<b>Colors</b>	<b>14</b>
Homepage	14
Color Palette	15
Map Colors	16
<b>Images</b>	<b>17</b>
Required Information	17
Image Size	17
<b>Charts</b>	<b>18</b>

Guidelines for dynamic charts.....	18
File Formats .....	19
<b>Creating &amp; Editing Web Pages.....</b>	<b>20</b>
File Names .....	20
Downloading Web Pages .....	20
Previewing Pages.....	21
<b>HTML Files .....</b>	<b>22</b>
Browsers .....	22
HTML File Format.....	22
HTML Files Containing JavaScript .....	22
Required Page Content.....	23
Optional Page Content .....	23
Text Styles.....	24
Entities .....	24
Disallowed & Obsolete Tags .....	24
Printer Friendly .....	25
Validate Your HTML .....	25
<b>Page Layouts &amp; Templates .....</b>	<b>26</b>
Page Layouts.....	26
Headers & Footers: SSI Syntax .....	27
Alternate Layouts .....	28
Web Enabled News Release - Regional News Release Template.....	29
<b>Tables.....</b>	<b>33</b>
BLS Table with no class name .....	33
Simple Table .....	33
Simple Table Border .....	33
Matrix Table.....	34
Data Table .....	34
Sortable Data Table w/ Scrollable Fixed Headers.....	36
Sortable/Filterable Data Tables Using “Hide/Show” Functions .....	37
<b>Navigation &amp; Site Structure.....</b>	<b>41</b>
Top Drop-Down Menu .....	41
Side Menus.....	41

URLs .....	41
BLS URL Format .....	42
When should I use Absolute URLs? .....	42
How do I test relative links? .....	42
Use Descriptive Link Text.....	43
Include the File Format in the Link Text.....	43
Use IDs instead of named anchors.....	43
Home Page .....	44
<b>SEO: Search Engine Optimization .....</b>	<b>45</b>
<b>Web Pages Files Other Than HTML .....</b>	<b>46</b>
PDF Files .....	46
Spreadsheets.....	47
Presentations.....	47
Multimedia .....	47
Text Files .....	48
<b>Dreamweaver.....</b>	<b>49</b>
Dreamweaver Techniques .....	50
Dreamweaver Sites .....	51
Use Dreamweaver to Convert Word Documents to HTML.....	51
<b>Microsoft Office .....</b>	<b>52</b>
Techniques for Microsoft Word.....	52
<b>Tracking BLS Web Site Visitors: "Web Analytics" .....</b>	<b>53</b>
<b>Revisions.....</b>	<b>54</b>

# Editorial Style

## Style Guide

bls.gov is subject to the style standards set-forth in the BLS Style Guide:

- [REDACTED]
- OPUBBS plans to release a Web Editorial Style Guide in the future

## Web Style

- Exceptions to the BLS Print Style:
  - In titles & headlines, the word “and” can be expressed as “&”
- Capitalization of Headings:
  - Use Title Case (in which the first letter of each word is capitalized, except for short [articles](#), [prepositions](#), and [conjunctions](#)). Example: Labor Force Statistics from the Current Population Survey

## Writing for the Web

- Use headings and subheads to chunk content
- Visually represent hierarchies in content by using outlines, bullets, & indentation
- Keep paragraphs short
- More Information:
  - [http://www.usa.gov/webcontent/managing\\_content/writing\\_and\\_editing.shtml](http://www.usa.gov/webcontent/managing_content/writing_and_editing.shtml)

## Character count for the BLS Feature, Factoid, and Slots titles

FACTOID	w/ title	w/o title
<b>Title (1 line)</b>	16-18	N/A
<b>Fact</b>	86-89 (3 lines)	116-119 (4 lines)

BLS FEATURE box	1 line title	2 line title
<b>Title</b>	30-34	64-67
<b>Text</b>	166-169 (2 lines)	120-124 (3 lines)

GRID Box titles (slots)
<b>34-36 characters (1 line) characters</b>

## Headline Files

Headlines will be used in various ways. They will display prominently on the BLS Web site, including on the main BLS homepage. In the future, headlines may also be used in RSS feeds (a syndication service to which other Web sites can subscribe), as Tweets, or in Facebook updates.

The headline will contain the highlight or lead from the news release; the **maximum length is 90 characters**, including spaces. This limit is approximately 10-12 words long.

**Note:** On the Review tab, in the Proofing Group in MS Word (Review>Word Count) has a word count option that will give the number of characters with and without spaces. Be sure to look at the count **with spaces**.

### Best practices:

A good headline will contain:

1. *The headline data item(s).* For example, in the Employment Situation news release, there are 2 headline items—the unemployment rate and the payroll employment change.
2. *The headline number(s).* Please be sure to state the actual number or change, rather than only using words like “essentially unchanged”.

For example, if in the release text we characterize the unemployment rate as being essentially unchanged at 9.5 percent, it is preferable for the headline to say:

Unemployment rate at 9.5% in December; Employment rises by 200,000

**OR**

Unemployment rate essentially unchanged at 9.5% in December; Employment rises by 200,000

**BUT NOT**

Unemployment rate essentially unchanged in December; Employment rises by 200,000

3. *The reference period.* The time period used in the release. Ex. June, July, 3<sup>rd</sup> quarter, etc.

Because of the tight length limitations and the nature of a headline, some conventional news release style guidelines will be waived:

- In place of the word “percent”, the percent sign (%) may be used
- Ordinal numbers (first, second, etc.) may be abbreviated to 1<sup>st</sup>, 2<sup>nd</sup>, etc.
- Months may be abbreviated.
- Consumer Price Index and Producer Price Index may be abbreviated to CPI and PPI, respectively.
- If the release is in the same calendar year as the reference period, the year may be omitted.
- Where possible, try to use the present tense. Ex. CPI rises 0.6% in August, rather than CPI rose 0.6% in August.

Because headline texts will be used both on the BLS Web site and in other communication channels, the following rules apply:

- Do not use returns (hard returns or soft returns) or line breaks. Words and sentences should be separated with one space
- Do not use HTML code such as `<p>`, `&nbsp;`, `&mdash;`, etc. Headline texts should consist of ordinary words and punctuation
- Do not use a terminating period.



**Exceptions:**

Some releases, by their nature, do not have an obvious headline number. Some examples of these releases are the Regional and State Employment and Unemployment release, the Metropolitan Area Employment and Unemployment release and the Quarterly Census of Employment and Wages release. For the time being, these 3 releases are exempt from providing a headline. In its place, the release title will be shown on the BLS home page.



# Designing for our Users

## Identify Your Target Audience

### *Examples:*

- Job Seeker
  - Career Chooser
- Career counselors & teachers, students
- Data Seeker
  - Journalist
  - Economist / Researchers
  - Bankers / Investors
  - Business Managers & Owners
  - Wage Earners
  - Public Policy Makers
- Survey Respondents

## Understanding Our User's Needs

- While authoring web pages, keep in mind:
  - What are our visitors looking for
  - Improving customer satisfaction
- Continuously review your program's web content:
  - Review all pages regularly and look for ways to improve each page
  - Create test scenarios and see if you can find what you are looking for

# Quality, Usability, & Accessibility

## Quality

- Web update procedures are design to guarantee [www.bls.gov](http://www.bls.gov) is as high-quality as possible
- All BLS web pages MUST be approved by the editorial staff in OPUBSS (Web\_Review)

## Usability

- We designed [bls.gov](http://bls.gov) for "Discoverability"
- Common navigation elements:
  - Tabs
  - Drop-down menus
  - Left-hand navigation
  - Top-right search
  - Bottom quick links

## Bls.gov is Now More Accessible for:

- Visually Impaired (Poor Vision, Color Blind, & Blind)
  - Resizable text
  - Color palette is designed so each color is a different brightness
  - Testing the site with screen reader
- Hearing Impaired
  - Captions for video and audio contents
- Low-bandwidth
  - Minimal graphics
- Mobile devices
  - Mobile Style sheet to be added in the future

## BLS Section 508 Guidelines

### Making Our Website Accessible - Section 508

The BLS website must comply with these web accessibility standards for all electronic and information technology acquired on June 21, 2001. Section 508 applies to Federal departments and agencies.

Below are lists of standards that must be followed to address the accessibility issues within BLS:

- **A text equivalent for every non-text element shall be provided.**
  - Every image, Flash and Java applet must have an alternative (ALT) description.
  - Complex graphics (graphs, charts, etc) are accompanied by detailed text descriptions.
  - Alternative descriptions describe the purpose of the objects, without being too verbose (for simple objects) or too vague (for complex objects)
- **Web pages shall be designed so that all information conveyed with color is also available without color, for example from context or markup.**
  - If color is used to convey important information, an alternative indicator is used.
  - Make sure your Web page can be viewed on a monochrome or grayscale monitor.
- **Documents shall be organized, so they are readable without requiring an associated style sheet.**
  - Style sheets may be used for color, indentation and other presentation effects, but the document is still understandable (even if less visually appealing) when the style sheet is turned off.
- **Client-side image maps shall be provided.**
  - Standard HTML client-side image maps are used, and appropriate alt tags are provided for the image as well as the hot spots.
- **Use relative sizing (% values) rather than absolute (pixels) in HTML tables.**

For example:

```
<table border="0" width="100%"> instead of  
<table border="0" width="640">
```

- **Graphics should be no more than 720 pixels wide.**
- **Row and column headers shall be identified for data tables.**
  - Data tables have the column and row headers appropriately identified (using the <th> tag) Tables used strictly for layout purposes do **NOT** have header rows or columns.

- **Markup shall be used to associate data cells and header cells for data tables that have two or more logical levels of row or column headers.**
  - Table cells are associated with the appropriate headers (e.g. with the id, headers HTML attributes)
  - Please see the Tables section of this guide for information on how to use LABSTAT tools to create data tables that are properly formatted.
- **A text-only page, with equivalent information or punctuality, shall be provided to make a web site comply with the provisions of this part, when compliance cannot be accomplished in any other way. The text-only page shall be updated whenever the primary page changes.**
  - A text-only version is created only when there is no other way to make the content accessible or when it offers significant advantages over the "main" version for certain disability types.
  - The text-only version is up-to-date with the "main" version.
- **A method shall be provided that permits users to skip repetitive navigation links.**
  - A link is provided to skip over lists of navigational menus or other lengthy lists of links.

## Helpful Section 508 Links:

### *DOL Guidelines:*

- <http://www.labornet.dol.gov/eci/usability/508-main.htm>

### *DOL's Section 508 Implementation is based on:*

- <http://www.access-board.gov/508.htm>

### *Web Accessibility Initiative (WAI) Guidelines and Techniques:*

- <http://www.w3.org/WAI/guid-tech.html>

### *WebAIM Section 508 Checklist:*

- <http://www.webaim.org/standards/508/checklist>

## Brand & Identity

The BLS Website should promote the BLS brand & identity of the Bureau of Labor Statistics. All content on the website should be formatted consistently to enforce the BLS brand & Identity.

### BLS is:

- Impartial
- Accurate
- Confidential
- Timely
- Relevant
- Credible

### What Do We Do?

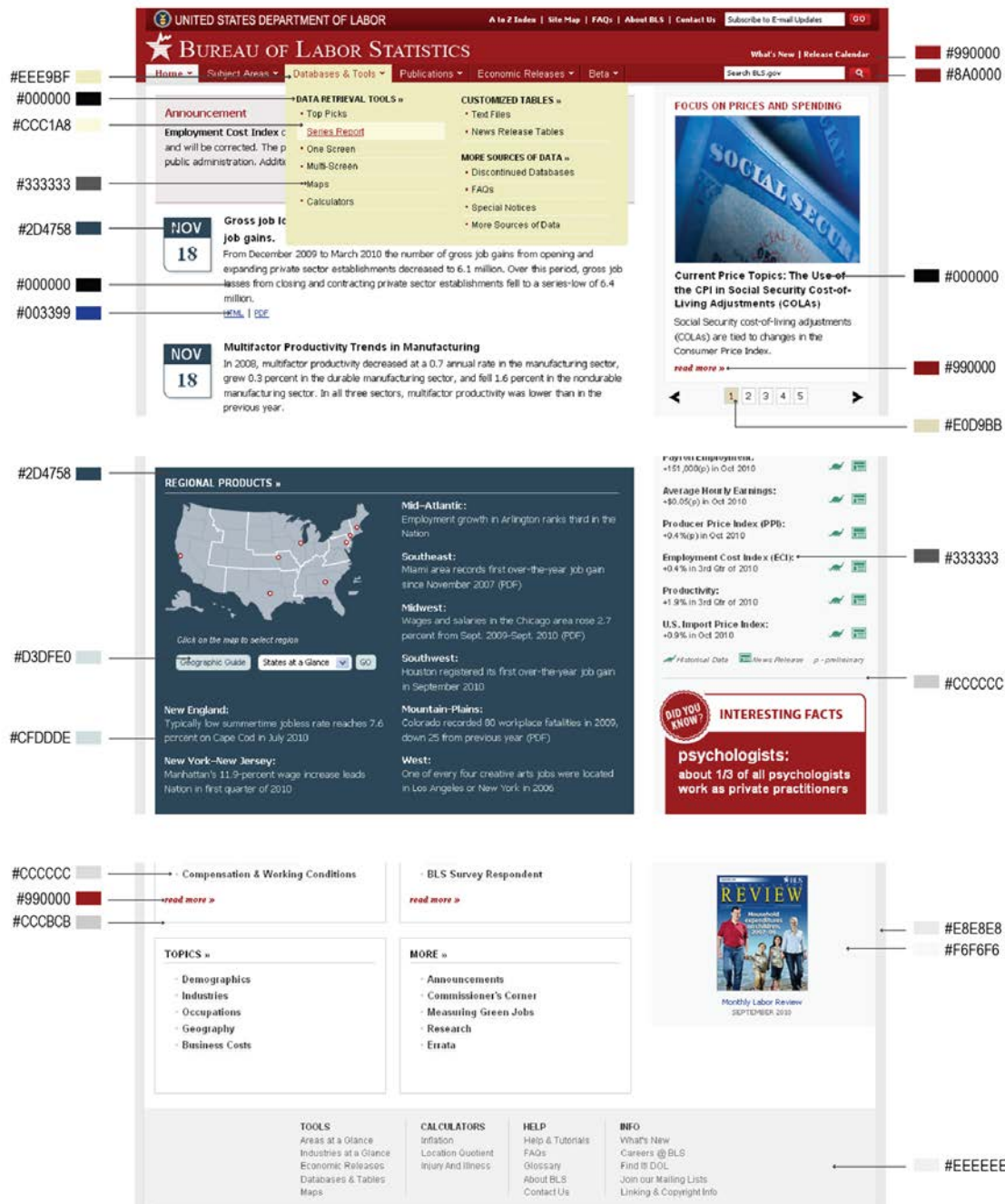
- Collect,
- Process,
- Analyze, and
- Disseminate Labor Statistics

To reinforce the BLS brand, and to maintain constituency and harmony throughout BLS web site, no program specific logo or emblems will be posted on bls.gov.

# Colors

## Homepage

Web site color palette (home page) — www.bls.gov



# Color Palette

Color Palette is located at [REDACTED]

Web site color palette — [www.bls.gov](http://www.bls.gov)

The image shows a screenshot of the Bureau of Labor Statistics (BLS) website with various color palette annotations. The annotations are as follows:

- Header:**
  - United States Department of Labor: #990000
  - Bureau of Labor Statistics: #8A0000
- Navigation:**
  - Home: #990000
  - Subject Areas: #CCC1A8
  - Databases & Tools: #660000
  - Publications: #F4F1E9
  - Economic Releases: #000000
  - Beta: #FFDA88
- Content:**
  - QCT Test Program: #003399
  - Highlight Box Yellow: #CCC1A8
  - Highlight Box Green: #000000
  - Highlight Box Blue: #FFDA88
  - Highlight Box Red: #C1A4A4
  - Heading 1: #183061
  - Heading 1 Link: #666666
  - Heading 2: #183061
  - Heading 2 Link: #000000
  - Heading 3: #990000
  - Heading 3 Link: #333333
  - Heading 4: #336600
  - Heading 4 Link: #6EAB3C
  - Heading 5: #68A634
  - Heading 5 Link: #6EAB3C
  - Heading 6: #CC0000
  - Heading 6 Link: #990000
  - White Anchor Button: #666666
  - Green Anchor Button: #333333
  - Red Anchor Button: #5E8DDE
  - Gray Anchor Button: #4F678D
  - Blue Anchor Button: #4F678D
  - Tool Tip: #5E8DDE
  - Content Box Head - H5: #2D4758
  - List Item: #F7F7F7
- Table:**
  - Table Header: #DDDDDD
  - Table Body: #DBEAFF
  - Table Footer: #EEF4FF
  - Table Footer: #F6F6EF
- Footer:**
  - Subscribe: #E8E8E8
  - Subscribe: #F6F6F6

## Map Colors

Map color palette — [www.bls.gov](http://www.bls.gov)

■ #395463

■ #577B8F

■ #7CACC5

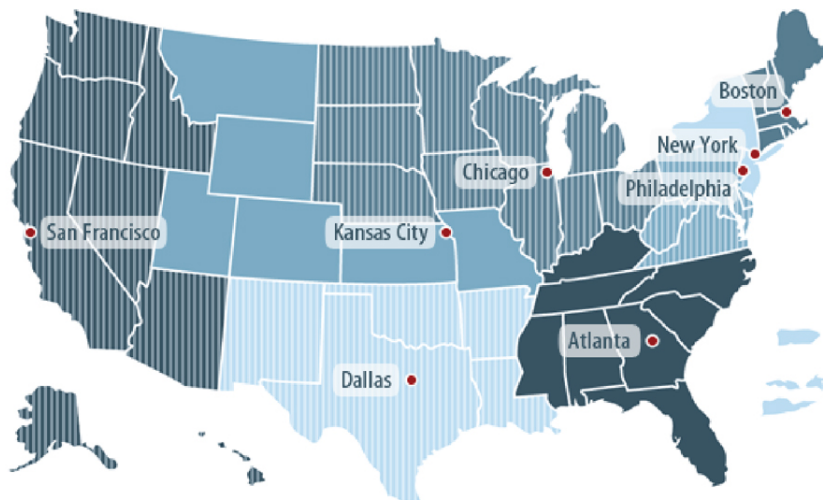
■ #BDBEF

■ #395463

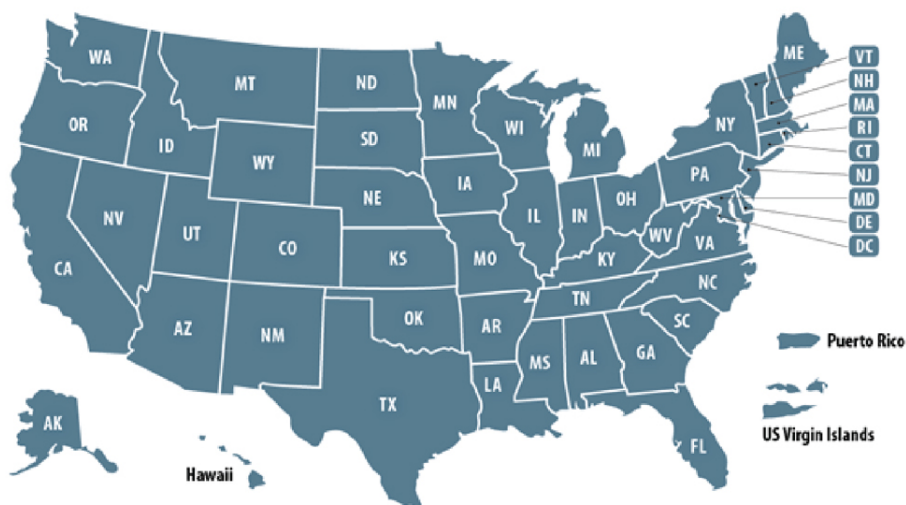
■ #577B8F

■ #7CACC5

■ #BDBEF



■ #577B8F



■ #85B9D4



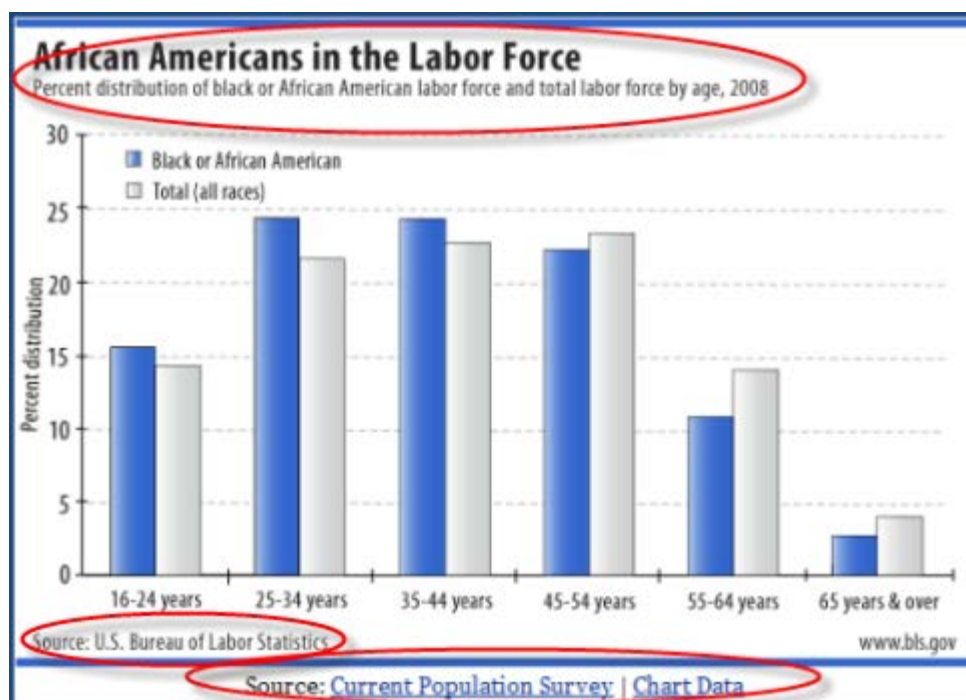


# Images

## Required Information

Include the following information on chart/graph/map files that are accessed via a link (in contrast to those that are embedded as an inline graphic within a release):

1. Title (including the reference period for which the data represents) - above the graphic
2. Source Information - below the graphic
  - a. U.S. Bureau of Labor Statistics
  - b. Name of BLS program from which the data is produced (in contrast to the program authoring the data)



## Image Size

Maximum pixel width for images posted on bls.gov is 720px. Suggested height is 480px. This allows the image will fit on screen in a two-column layout page in a 1024px by 768px browser window. Taller images are acceptable, but please keep them to a maximum height of 980px so the image will fit on one printed page.

# Charts

## Guidelines for dynamic charts

1. Allow charts to be printed separately.
2. Provide summary information for dynamic graphs (to be read by assistive technology). For user-editable charts, create a descriptive summary that includes the following:
  - a. Chart title
  - b. Names of variables included in the chart
  - c. Range of values for each variable in the chart
3. Browser compatibility requirements. Application must be compatible with browsers utilized by the majority of end users.
4. Style: Chart should be styled in accordance with visual [styleguide](#).
5. Mouseover labels:
  - a. Labels on line charts should be located in close proximity to the data point being referenced by the mouse, instead of a fixed location on the screen.
  - b. Labels should be contained within a text box that is formatted consistently across all charts (e.g., a rectangular text box with rounded corners.)
6. Legend display:
  - a. When not selected, series items within the legend should be colored in “gray.”
  - b. Series items that are plotted in the chart should be formatted in a color that differs from those series that have yet to be plotted (i.e. those in gray)
  - c. When mousing over a series item within the legend that is already plotted, the chart should emphasize the series item (i.e. by displaying the charted line with a heavier line weight)

**Note:** “BLS Feature” image *MUST* be **245px** (wide) AND **195px** (height).



## File Formats

Images posted to bls.gov may be in the following formats:

- GIF (Graphics Interchange Format)
  - Best for graphics such as graphs and charts
  - Extension: .gif
- JPEG (Joint Photographic Experts Group)
  - Best for photos & continuous-tone images
  - Extension: .jpg
  - Quality: 80
- PNG (Portable Network Graphics)
  - Best for graphics where 24-bit color is needed, such as charts with gradient fills. Also useful when complex alpha-channel transparency is required.
  - Extension: .png

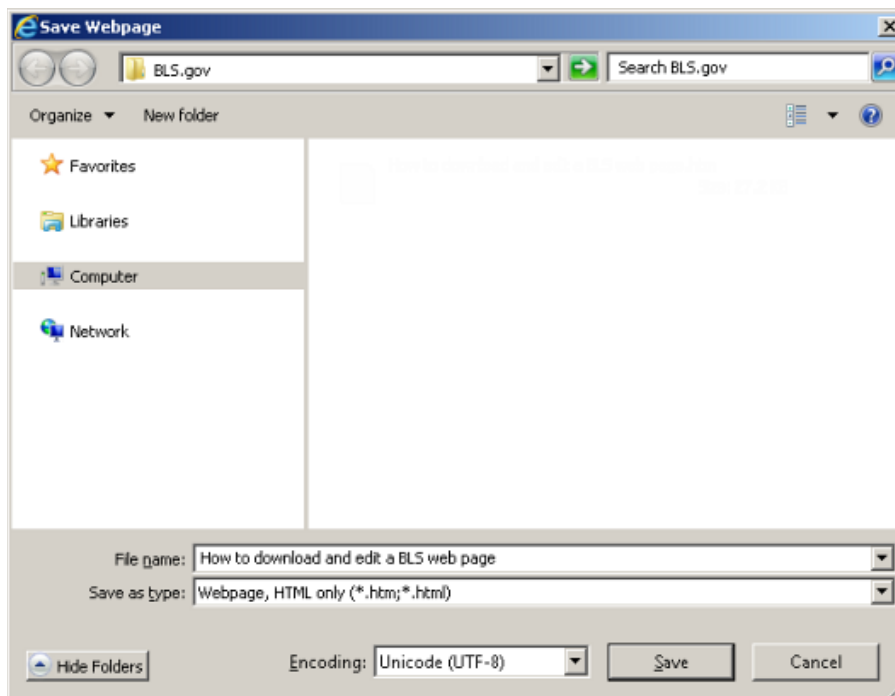
# Creating & Editing Web Pages

## File Names

- Lower case
- No spaces
- Use up to 32 characters
- No need to repeat program code in file name
- Spell out words; avoid non-standard abbreviations
  - Ok: intl, govt
  - Bad: rport
- Separate words with underscores
  - annual\_report.htm

## Downloading Web Pages

- Save a Web page using Internet Explorer (v7.0) to your PC or server:
- File menu - File > Save as :
  - Web page, HTML only (\*.htm; \*.html)
- Important - **Never** save as:
  - "Web page complete (\*.htm; \*.html)"
- Edit the file name to the original file name; IE replaces the file name with the page title
- Click on the "Save" button.



## Previewing Pages

- To preview pages, add the base tag inside the <head> tag of the page you are working on:

```
<html>
<head>
<base href="https://www.bls.gov">
<title>Consumer Expenditure Survey</title>
```

- **Remove the base tag before submitted your file(s) to Web\_Review for posting to the BLS website.**
- While the base tags is present in the file:
  - On-page links (those that start with the # symbol) will link to [www.bls.gov](https://www.bls.gov).
  - Images will be displayed from [www.bls.gov](https://www.bls.gov)

# HTML Files

## Browsers

bls.gov supports the following web browsers:

- Internet Explorer 6 or higher
- Mozilla Firefox 2 or higher
- Apple Safari 3 or higher

## HTML File Format

- HTML 4.01 Transitional
  - Every Pages must start with the following document declaration:  
`<!DOCTYPE HTML PUBLIC "-//W3C//DTD HTML 4.01 Transitional//EN"  
"http://www.w3.org/TR/html4/loose.dtd">`
- Character Set:
  - Windows Western (iso-8859-1 )
  - This is the character set used by Microsoft Office, so copying and pasting from Word and Excel will work.
- Line Endings:
  - Windows (carriage return and line feed: \r\n)
- Use tabs, not spaces for indenting
- Case:
  - Lower-case tags and attributes
- Line Length / Word Wrap
  - Lines can be unlimited length

## HTML Files Containing JavaScript

Due to increased security vulnerabilities, pages containing non-standard (LABSTAT-approved) JavaScript must be submitted **two weeks** in advance to [Web Review](#) and [Lab Update](#) so they can be subjected to code review, testing, and validation prior to posting on the BLS website. This timeframe is required so the appropriate resources can be scheduled to conduct the review.

## Basic Page

```
<!DOCTYPE HTML PUBLIC "-//W3C//DTD HTML 4.01 Transitional//EN"
"http://www.w3.org/TR/html4/loose.dtd">
<html>
  <head>
    <title>Title : Bureau of Labor Statistics</title>
<!--*****Begin META TAGS ***** -->
<meta name="description" content="A sentence describing the page.">
<!--#include virtual="/include/global/head.stm"-->
<!--#include virtual="/include/meta/bls.txt"-->
<!--#include virtual="/include/meta/your_programs_code.txt"-->
<!-- ***** End META TAGS ***** -->
  </head>
  <body>

<!-- ***** Begin HEADER ***** -->
<!--#include virtual="/include/your-programs-code/your-programs-code_header_two_col.txt"-->
<!-- ***** End HEADER ***** -->

<!-- ***** Begin CONTENT ***** -->
<h1>Content Here</h1>
<!-- ***** End CONTENT ***** -->

<!-- ***** TRAILER FILES ***** -->
<!--#include virtual="/include/your-programs-code/your-programs-code_footer_two_col.txt"-->
<!-- ***** -->
  </body>
</html>
```

## Required Page Content

```
<h1>Add Header Here</h1>
<p>Add Content Here</p>
<p>&nbsp;</p>
<p class="update"><strong>Last Modified Date: <strong>
  Today's Date Here</p>
```

## Optional Page Content

The ordered list <OL> tag displays as a numbered list.

```
<OL>
<LI>Item1</LI>
<LI>Item2</LI>
<LI>Item3</LI>
<LI>Item4</LI>
</OL>
```

For bulleted items, use the unordered list style. For example:

```
<UL>
<LI>Item1</LI>
<LI>Item2</LI>
<LI>Item3</LI>
<LI>Item4</LI>
</UL>
```

## Text Styles

```
<span class="updated">UPDATED</span>
<span class="revised">REVISED</span>
<span class="important">IMPORTANT</span>
<span class="new">NEW</span>
<span class="other">OTHER</span>
<span class="notice">NOTICE</span>
<span class="emergency">EMERGENCY</span>
<span class="message">MESSAGE</span>
<span class="warning">WARNING</span>
<span class="error">ERROR</span>
<span class="highlight">HIGHLIGHT</span>
```

## Entities

- Use "named entities" for special characters:
- Common entities:
  - Em Dash: &mdash;
  - Curly Quotes:
    - Left double quotation mark: &ldquo;
    - Right double quotation mark: &rdquo;
- Full List:
  - [REDACTED]

## Disallowed & Obsolete Tags

Obsolete tags are also called “deprecated” tags. The following tags are deprecated in HTML 4.0, the BLS standard.

```
<FONT>...</FONT>
<NOBR>...</NOBR>
```

Not only are font tags deprecated in HTML 4.0, there is no need to change the formatting of text on the bls.gov website. All text formatting can be achieved using tags such as heading (<h1> through <h5>), and paragraph (<p>) tags as well as the BLS text style classes. <CENTER>...</CENTER>

Instead, apply the center attribute to the element you want to center:

```
<p align="center">...</p>
<table style="align: center">...</table>
<div style="align: center">...</div>
<U>...</U>
```

Use an in-line style for underline:

```
<span style="text-decoration: underline;">...</span>
```



Use `<em>...</em>` for emphasis instead of italics ( `<I> . . .</I>` )

Use strong `<strong>...</strong>` instead of Bold ( `<B>...</B>` )

## Printer Friendly

- Printer Friendly pages can be checked after uploading you document to

## Validate Your HTML

- All HTML submitted to LABSTAT should be valid!
- Test it here:
  - <http://validator.w3.org/>
  - Note: DO NOT test embargo data online
- Use Dreamweaver's Validation Function
  - Open the Results panel: Window -> Results
  - Click on the Validation Tab in the Results panel
  - Click the green play button

# Page Layouts & Templates

## Page Layouts

The 2008 Redesign introduced 3 page layouts:

- 1 column
- 2 column
- 3 column

Examples of these layouts can be viewed here:

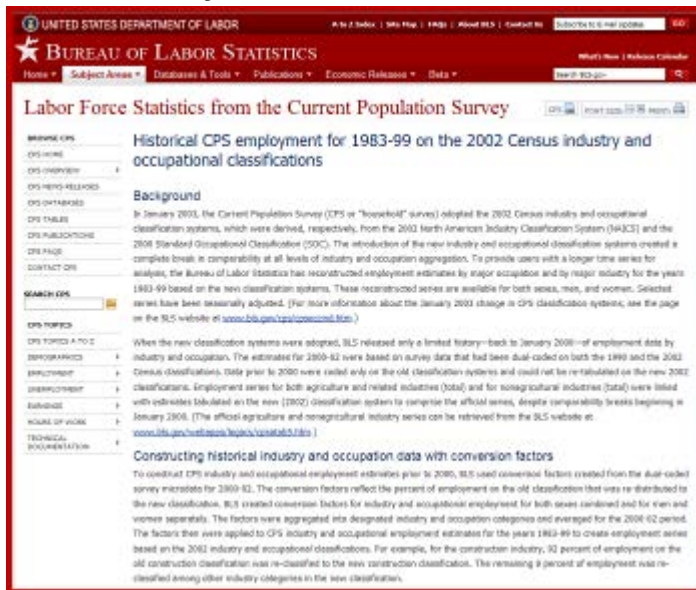
Page layout can be changed by modifying the header & footer Server Side Include (SSI)

The header SSI must always match the footer SSI

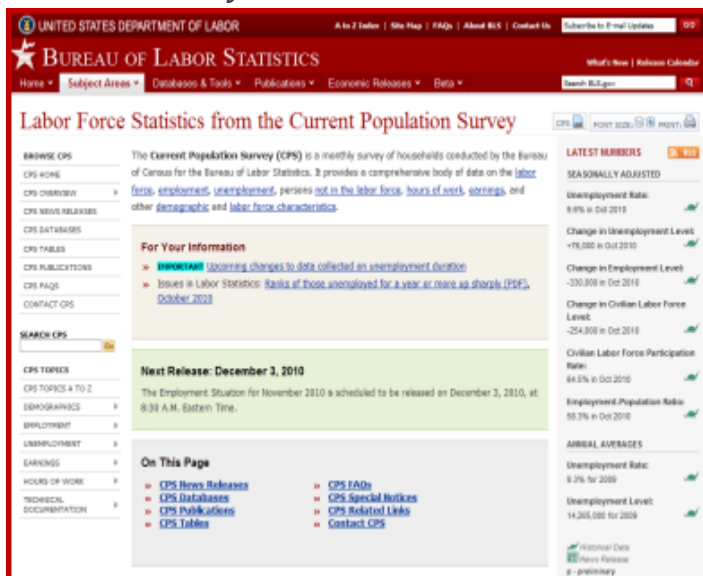
### One Column Layout:



## Two Column Layout:



## Three Column Layout:



## Headers & Footers: SSI Syntax

### 1 column:

```
<!--#include virtual="/include/nls/nls_header_one_col.txt"-->
<!--#include virtual="/include/nls/nls_footer_one_col.txt"-->
```

### 2 column

```
<!--#include virtual="/include/nls/nls_header_two_col.txt"-->
<!--#include virtual="/include/nls/nls_footer_two_col.txt"-->
```

### 3 column

```
<!--#include virtual="/include/nls/nls_header_three_col.txt"-->
<!--#include virtual="/include/nls/nls_footer_three_col.txt"-->
```

## Alternate Layouts

### Auto-Width Layouts

There are 3 auto-width page layouts that are useful for pages containing wide content such as <pre> formatted text.

#### 1 column:

```
<!--#include virtual="/include/nls/nls_header_one_col_auto_width.txt"-->
<!--#include virtual="/include/nls/nls_footer_one_col_auto_width.txt"-->
```

#### 2 column

```
<!--#include virtual="/include/nls/nls_header_two_col_auto_width.txt"-->
<!--#include virtual="/include/nls/nls_footer_two_col_auto_width.txt"-->
```

#### 3 column

```
<!--#include virtual="/include/nls/nls_header_three_col_auto_width.txt"-->
<!--#include virtual="/include/nls/nls_footer_three_col_auto_width.txt"-->
```

### Express Layouts (Basic Layouts)

There are 3 express page layouts that are useful for very long pages, pages that load slowly or very wide pages. These pages must be used with the alternate SSI Header includes to get maximum performance in the browser:

First, replace the header:

```
<!--#include virtual="/include/global/head.stm"-->
```

With:

```
<!--#include virtual="/include/global/head_express.stm"-->
```

#### 1 column:

```
<!--#include virtual="/include/nls/nls_header_one_col_basic.txt"-->
<!--#include virtual="/include/nls/nls_footer_one_col_basic.txt"-->
```

#### 2 column

```
<!--#include virtual="/include/nls/nls_header_two_col_basic.txt"-->
<!--#include virtual="/include/nls/nls_footer_two_col_basic.txt"-->
```

#### 3 column

```
<!--#include virtual="/include/nls/nls_header_three_col_basic.txt"-->
<!--#include virtual="/include/nls/nls_footer_three_col_basic.txt"-->
```

## Web Enabled News Release - Regional News Release Template

All regional news releases have been standardized. The official regional news release template is available at the following locations:

HTML Version:

Below are a few guidelines EA&I staff can follow when creating a news release using the template:

1. Each regional news release page must be wrapped by a DIV ID called "nr" to identify that the product is a news release and therefore will be using news release specific style sheet classes.

```
<!-- Begin Main Content -->
<!-- INSERT CONTENT HERE-->
<div id="nr">
```

2. **News Release Information box** will be displayed vertically in the HTML version and horizontally in the PRINT version as long as authors use the following div ids:

REQUIRED?	DIV IDs	Description
YES	<code>&lt;div id="secondary-content-float-outer"&gt;</code>	News Release Information box
YES	<code>&lt;div id="nr_info"&gt;</code>	Heading, USDOL # & Release Date
YES	<code>&lt;div id="pdf_link"&gt;</code>	PDF version of the News Release
YES	<code>&lt;div id="contacts"&gt;</code>	Contact Section
NO	<code>&lt;div id="subscribe"&gt;</code>	Subscription Box

```
<div id="secondary-content-float-outer">
  <div id="secondary-content-float-inner" class="secondary-
  content">
    <div id="nr_info">
      <h3>News Release Information :</h3>
      <p id="usdl">PLS-xxxx</p>
      <p id="embargo">Wednesday, May 11, 2011</p>
    </div>
    <div id="pdf_link">
      <h4>PDF</h4>
      <p><span class="footnotes" style="text-align:center"></span> <a
      href="/ro5/ceschi.pdf" title="PDF version of the Chicago Area
      Employment">PDF version of the Chicago Area Employment</a></p>
    </div>
    <div id="contacts">
```

```

        <h4>Contacts</h4>
        <span>
        <h6>Technical information :</h6>
        <ul>
            <li>(312) 353-1880</li>
            <li><a href="mailto:BLSInfoChicago@bls.gov">BLSInfoChicago@bls.gov</a></li>
            <li><a href="/ro5">www.bls.gov/ro5</a></li>
        </ul>
        </span> <span>
        <h6>Media contact:</h6>
        <ul>
            <li>(312) 353-1138</li>
        </ul>
        </span> </div>
    <!-- BEGIN SUBSCRIPTION BOX -->
    <h3>Subscribe to this release:</h3>
    <form
action="https://subscriptions.bls.gov/accounts/USDOLBLS/subscribers/qualify">
        <input id="topic_id" name="topic_id" type="hidden"
value="USDOLBLS_XXX" />
        <label for="email"></label>
        <input class="long" id="email" name="email" type="text"
value="Email Address" onClick="this.value=''; this.onclick = null;"/>
        <input class="form_button" name="commit" type="submit"
value="GO" />
    </form>
    <!-- END SUBSCRIPTION BOX -->
</div>
<div class="clearfloat"></div>
</div>

```

3. **Regional News Release Title Section** must be wrapped by a DIV ID called "nr\_title" to identify that this section is unique for news releases. Author must use <H1> for the main title of the news release and <h4> for the sub-titles.

```

<div id="nr_title">
    <h1>Chicago Area Employment - November 2010 </h1>
    <h4>Rate of employment loss slowed over the year </h4>
</div>

```

4. **For best results, it is highly recommended, the charts and graph images** NOT exceed 650 pixels in width. Also, all images must contain an ALT tag for 508-compliance. For example:

```


```

5. Always wrap each paragraph in a <p>...</p> tag.
6. Use <h3> for section subheadings. For example,  
<h3>Industry employment</h3>
7. **Box Notes Section** must be wrapped by a DIV ID called “box-note” to identify that this section is unique for news release box notes.

```
<div class="box-note">
    <p>BOX NOTE. This is an example box note style. This uses a div
    style that is page centered. Width can be a fixed value/percentage or
    full size of page. Border styles are linear. Box border and text are
    dark grey, background is light grey.</p>
</div>
```

8. **Technical notes** must use the <h3> tag with the class called “tech-note.”

```
<h3 class="tech-note">Technical Note</h3>
```

9. Add the closing </div> tags after the Main Content and before the last modified date and before the footer.

```
<!-- End Main Content -->

</div>

<p>&nbsp;</p>
<p class="update"><strong>Last Modified Date:
</strong>August 4, 2011</p>

</div>
<!-- *****TRAILER
FILES***** -->
    <!--#include virtual="/include/ro5/ro5_footer_one_col.txt"-
->
<!--
*****
***** -->
</body>
</html>
```

## Page Components

The 2008 Web Redesign has introduced many new components.

Examples are here:

- Highlight Boxes
- Content Boxes
- Tab Boxes
- Tab Sets
- Two new table formats
- Pop-up Layers
- Tooltips



# Tables

bls.gov allows four different tables styles:

- Simple
- Simple Table Border
- Matrix Table
- TGS Tables, which can be produced two ways:
  - Table Generation System
  - Excel to HTML Wizard

Table examples are here:

## BLS Table with no class name

```
<table cellpadding="0" cellspacing="0" border="1">...</table>
```

	Column Heading	Column Heading
Row Heading	Content	Content
Row Heading	Content	Content

## Simple Table

```
<table class="simple-table">...</table>
```

Simple table is used to layout content in a grid, when no border is needed:

	Column Heading	Column Heading
Row Heading	Content	Content
Row Heading	Content	Content

## Simple Table Border

```
<table class="simple-table-border">...</table>
```

Simple table is used to layout content in a grid, when no border is needed:

	Column Heading	Column Heading
Row Heading	Content	Content
Row Heading	Content	Content

## Matrix Table

```
<table class="matrix-table">...</table>
```

Matrix Table	Table Head	Table Head
Row Head		
col-b-head	col-a	<a href="#">col-a</a>
col-a-head	col-b	<a href="#">col-b</a>
col-b-head	col-a	<a href="#">col-a</a>
col-a-head	col-b	<a href="#">col-b</a>

## Data Table

LABSTAT Regular Tables (LRT) tables are a form of Section 508-compliant data tables. The class name for LABSTAT Regular Tables is "regular".

```
<table class="regular">...</table>
```

There are two ways to make LABSTAT Regular Tables, with the Excel to HTML wizard and with the Table Generation System (TGS):

### 1. Regular Tables Using the Excel to HTML Wizard

Prepare an Excel file with the table on the first worksheet. Save your file as "Excel Workbook (.xlsx)". If you are creating more than one table, each table must be in a separate Excel file. Note: the file name of the Excel file will be used to create unique table ids throughout your HTML table.

#### *Excel File Rules:*

- Do not add any special cell formatting, it will not show in the HTML
- Do not merge cells
- Remove empty rows and columns used for spacing
- Row 1 is for the table title
- Row 2 is for table headers
- Column A is for column headers
- The last rows of the table are footnotes & endnotes
- Add left and right brackets [ ] around the footnotes, the converter will add links to the footnotes.
- Depending on how the Excel file is formatted, the resulting HTML table can have any combination of endnotes and footnotes:
  - Footnotes only
  - Endnotes only
  - Both Footnotes & Endnotes
- Use the word "Note:" after the table to indicate the beginning of the Endnotes

**Example of an excel file:**

	A	B	C	D
1	Title of the Table [p]			
2	Column 1 Header	Column 2 Header [1]	Column 3 Header [2]	Column 4 Header [3]
3				
4	Row 1 Label	11111	11111	11111
5	Row 2 Label	22222	22222	22222
6	Row 3 Label	33333	33333	33333
7				
8	[1] Footnote #1			
9	[2] Footnote #2			
10	[3] Footnote #2			
11	[p] Preliminary.			

**To Convert the Excel File:**

1. Open the table wizard in your browser
2. Click the "Browse ..." button and navigate to your Excel file
3. Click the "Convert" button
4. A table will appear as shown in the example below. If you receive an error, go to item 1 and ensure you are not missing any features of the excel file.
5. Point your browser in the middle of the table in the LABSTAT Wizard. Right click on your mouse and select "View Source". It should bring up the file in Notepad.
6. Copy the table code between the <!-- BEGIN WIZARD OUTPUT --> and the <!-- END WIZARD OUTPUT --> tags.
7. Paste into your .htm file and save.
- 8.

**Example of how the table will appear in your .htm file.**

Title of the Table (p)			
Column 1 Header	Column 2 Header (1)	Column 3 Header (2)	Column 4 Header (3)
Row 1 Label	11111	11111	11111
Row 2 Label	22222	22222	22222
Row 3 Label	33333	33333	33333
Footnotes: (1) Footnote #1 (2) Footnote #2 (3) Footnote #2 (p) Preliminary.			

**Tips & Tricks to using the Excel-to-HTML Wizard:**

- To add indentation, manually insert non-breaking space (&nbsp;).

Excel	HTML

- To force wrap your text in a cell, manually add line break tag (<br>).

Excel	HTML

## 2. TGS Tables Using the Table Generation System

Your program can use TGS as a part of Unified Publication System (UPUBS) or as a part of a special project coordinated with LABSTAT.

about TGS is available at



## Sortable Data Table with Scrollable Fixed Headers

**NOTE:** This function is only suitable for large data tables with multiple rows (< 50) & columns.

- Add the following class attribute, `class=" display sortable_datatable fixed-headers"` to your target table <table>.

```
<table class="display sortable_datatable fixed-headers">
```

**NOTE:** This function is may be used in combination with the data table sort table /filterable by using “hide/show” functions used on the regional news release finder page ([https://www.bls.gov/regions/news\\_release\\_finder.htm](https://www.bls.gov/regions/news_release_finder.htm)) mentioned below.

## Sortable/Filterable Data Tables Using “Hide/Show” Functions

**NOTE:** This function is only suitable for large data tables with multiple rows (< 50) & columns. (See Regional News Release Finder page: [https://www.bls.gov/regions/news\\_release\\_finder.htm](https://www.bls.gov/regions/news_release_finder.htm) )

### 1. Add the appropriate JavaScript & style sheet Server Side Includes (SSI) to use in your data table:

```
<!-- ***** End META TAGS
***** -->
<!-- ***** Begin SORTABLE TABLE TAGS
***** -->
<script type="text/javascript" src="/javascripts/jquery.dataTables.min.js"></script>
<script type="text/javascript" src="/javascripts/sortable_datatable.js"></script>
<script type="text/javascript"
src="/javascripts/sortable_datatable/news_release_finder.js"></script>
<link href="/stylesheets/datatable.css" media="all" rel="Stylesheet" type="text/css" />
<!-- ***** End SORTABLE TABLE TAGS
***** --></head>
```


### 2. Add the following class attribute, class="display sortable\_datatable" to your target table <table>.

```
<table class="display sortable_datatable">
or
<table border="1" cellspacing="0" cellpadding="0" id="eag us1" class="regular
display sortable_datatable">
```

### 3. Create the second <tr> child inside the <thead> and add class="sort\_row".

```
<thead>
  <tr>
    <th>State</th>
    <th>Subject</th>
    <th>Title (HTML Link)</th>
    <th>PDF Link</th>
  </tr>
  <tr class="sort_row">
    <td> </td>
    <td> </td>
    <td> </td>
    <td> </td>
  </tr>
```

### 4. For each <td> you can add the following classes to customize your data table:

- **dropdown\_sort:** Adds a dropdown box that acts as a more filtered search for the table columns. 

```
<tr class="sort_row">
  <td class="dropdown_sort"></td>
  <td></td>
  <td></td>
  <td></td>
</tr>
```

**Note:** If more than one drop-down sort box is used, then its filtering would be nested, meaning a table row must have both selected items from both drop-down sort boxes in order to be shown.

- **dropdown\_w[number]:** This is the width of the dropdown box. Simply replace the [number] with an actual pixel-based width.

```
<tr class="sort_row">
  <td class="dropdown_sort"></td>
  <td class="dropdown_sort dropdown_w130"></td>
  <td></td>
  <td></td>
</tr>
```

- **right, left, center:** Align table column elements to the right, left or center.

```
<tr class="sort_row">
  <td class="dropdown sort center"></td>
  <td class="dropdown sort dropdown_w130 right"></td>
  <td class="left"></td>
  <td class="center"></td>
</tr>
```

- **disable\_sort:** This disables the alphabetical/numerical sorting of the table column.

```
<tr class="sort_row">
  <td class="dropdown sort center"></td>
  <td class="dropdown_sort dropdown_w130 left"></td>
  <td class="left"></td>
  <td class="disable sort center"></td>
</tr>
```

**Note:** The sort option is refers to the up/down arrows that appears in the column heading. 

- **show\_all:** on initial load will show all values.

```
<tr class="sort_row show_all">
  <td> </td>
  <td> </td>
  <td> </td>
  <td> </td>
```

```
</tr>
```

- **show\_[number]:** on initial load will show [NUMBER] values.

```
<tr class="sort_row show_25">
  <td> </td>
  <td> </td>
  <td> </td>
  <td> </td>
</tr>
```

- **sort\_type\_[sort\_type]:** sorts table column based on [sort\_type].

```
<tr class="sort_row">
  <td class="dropdown sort center"></td>
  <td class="dropdown sort dropdown w130 left"></td>
  <td class="left"></td>
  <td class="right sort_type_alpha_numeric"></td>
</tr>
```

**Note:** There are different kinds of sorting functions available. Below illustrates a few of them:

- **alpha\_numeric:** This is the most robust out of all primitive sorting types. This will attempt to keep all string-based and numeric-based data types sorted together.
  - Expected column data: anything
  - Should be able to handle most data types, assuming the sorting is done through natural order (A-Z, 0-9).
- **title\_numeric:** Custom sort which allows user to add a number as the title around a surrounding html tag. This number will then be sorted on.
  - Expected column data: <span title="number to be sorted">some text</span>
  - Great for custom sorting. For example, sort the highest education level.
- **title\_string:** Custom sort which allows user to add a string as the title around a surrounding html tag. This string will then be sorted on.
  - Expected column data: <span title="string to be sorted">some text</span>
  - Great for custom sorting.
- **percent:** strips percent sign and sorts based on number
  - Expected column data: 5%
  - This has not been thoroughly tested.
- **currency:** strips dollar sign and sorts by number assuming decimal places are similar throughout the dataset
  - Expected column data: \$10.20
  - This can be buggy with mixed data types.
- **string:** sorts as a string. If a number is present it will treat the number as a string.
  - Expected column data: hello
  - This can be buggy with mixed data types.
- **html:** Strips all html and sorts the contents inside.
  - Expected column data: <p>some text to be sorted by</p>

- This can be buggy with mixed data types.
- **numeric:** sorts as a number. If a string is present it will treat the number as a number.
  - Expected column data: 99
  - This can be buggy with mixed data types.
- **date:** sorts based on date time in the mm/dd/yyyy hh:ss:mm format.
  - Expected column data: 04/05/1986 00:00:00
  - This has not been tested thoroughly but comes standard with the datatables.js

**Note:** *If any sorting functions are not working properly, please try the `alpha_numeric` sorting or the `title_string` or `title_numeric` implementations. These are the best out of the bunch and should handle cases where the column data is not the same primitive type.*



# Navigation & Site Structure

## Top Drop-Down Menu

- Global drop-down navigation menu displays everything for a particular subject area at once—no scrolling

## Side Menus

- Side menus are called "flyouts"
- 2<sup>nd</sup> set of side menus can be customized
- Side menu file location:
  - /cps/content/cps\_secondary\_nav.stm
  - (substitute cps for with your program's abbreviation)

## URLs

### What's a URL?

- URL is short for Uniform Resource Locators. It is a naming, or "addressing" system that helps users locate a site on the World Wide Web.

### The URL has 3 parts:



### *Protocol:*

- HTML documents are accessed using HTTPS protocol. Other protocols are ftp & http

### *Server Name:*

- The internet address of the computer where the file is located, which has two parts:
- "www" is the Host Name of our web server
- "bls.gov" is our Domain Name

### *Path:*

- /opub/mlr/archive.htm is the path and filename of your document. The document archive.htm lies in the mlr sub-directory which lies in the opub directory which resides in the BLS web server.

## BLS URL Format

**BLS on-site URLs are relative to site root:**

***Correct:***

```
<a href="/spotlight/2008/older_workers/">
```

***Incorrect (relative to document):***

```
<a href="../../2008/older_workers/">
```

***Incorrect (absolute):***

```
<a href="https://www.bls.gov/spotlight/older_workers/">
```

**Drop the default document:**

***Correct:***

```
<a href="/spotlight/2008/older_workers/">
```

***Incorrect:***

```
<a href="/spotlight/2008/older_workers/home.htm">
```

## When should I use Absolute URLs?

Absolute URLs are essential when linking to documents residing outside of the BLS web server because browser cannot locate a file on the Web unless it knows the site's exact location.

## How do I test relative links?

There are two ways to test relative links to files already on the BLS website:

You can put the following line:

```
<base href="https://www.bls.gov">
```

after the opening HEAD tag (<head>). Then save the file and test the links. Once the file has been tested, be sure to remove following line <base href="https://www.bls.gov"> before submitting the file to Web\_Review

If you are not comfortable editing HTML code directly, you can follow this alternative procedure to check relative links. You can enter the absolute links into the file at first, and test the file. Then be sure to remove "https://www.bls.gov" from the links before submitting the file to Web\_Review.

Note: It can be tricky to test links to a new file, so contact LAB\_Update if you have questions about whether your links to a new file will work.

## Use Descriptive Link Text

Link text is the words between the <a></a> tags

### **Good:**

```
<a href="/xyz/unemployment_metro_table_sept_2008.htm">  
Unemployment Rates for Metropolitan Areas, Sept. 2008</a>
```

### **Bad:**

```
<a href="/xyz/table123.htm">Click Here</a>
```

```
<a href="/xyz/table123.htm">Table 1</a>
```

Links to non-html files should contain the file format: (PDF)

## Include the File Format in the Link Text

**Uses the title attribute on the (PDF) and (Excel) links:**

[Unemployment Rates for Metropolitan Areas, Sept. 2008 \(PDF\) \(XLS\)](#)

```
<a href="/xyz/unemployment_metro_table_sept_2008.htm">  
Unemployment Rates for Metropolitan Areas, Sept. 2008</a>  
(title="Unemployment Rates for Metropolitan Areas, Sept. 2008">PDF</a>)  
(title="Unemployment Rates for Metropolitan Areas, Sept. 2008">XLS</a>)
```

### **PDF**

List the file size for PDF files over 1 megabyte

## Use IDs instead of named anchors.

When possible, use the following syntax when creating an anchor for an in-page link:

Better:

```
<h3 id="anchor-name">Heading Text</h3>
```

Not:

```
<h3><a name="anchor-name"> Heading Text</a> </h3>
```

## BLS Website Page Sections

## Home Page

**Abstract text** must be 250-300 characters.

**Feature text** must be (with spaces and does not include “read more: link):

BLS FEATURE	1 line title	2 line title
Title	30-34	64-67
Text	166-169 (4 lines)	120-124 (3 lines)

**Note:** Feature image MUST be 245 px (width) AND 195 px (height).

The screenshot shows the BLS Home Page with several sections. Annotations point to specific text elements:

- Abstract Text:** Points to the headline "Nov 18 Gross job losses at a series low of 6.4 million in March 2010, but still exceed job gains." and the sub-headline "Multifactor Productivity Trends in Manufacturing".
- Feature Text:** Points to the headline "Current Price Topics: The Use of the CPI in Social Security Cost-of-Living Adjustments (COLAs)".

The page layout includes a top navigation bar with links like "A to Z Index", "Site Map", "FAQs", "About BLS", and "Contact Us". Below this is a search bar and a "GO" button. The main content area is divided into several sections, including "NOV 18" news items, "FOCUS ON PRICES AND SPENDING", "LATEST NUMBERS", and "REGIONAL PRODUCTS".

## SEO: Search Engine Optimization

The following techniques will improve bls.gov website pages results in Google and other search engines:

- Use proper heading tags:
  - Correct: `<h3>Heading text</h3>`
  - Incorrect: `<p style="font-size: 120%">Heading</p>`
- Use meta description in head:
  - `<meta name="description" content="A sentence describing the page.">`
- Keywords are not useful for Google result ranking, but may be helpful for other search engines
- Page titles: no more than 70 characters
- Adding a paragraph of descriptive text before the table to pages that only contain table(s) will enhance searchability

### Beginners guide to search engine optimization:

- <http://www.seomoz.org/article/beginners-guide-to-search-engine-optimization>

# Web Pages Files Other Than HTML

## PDF Files

### Adobe Acrobat

**Note:** When saving the file using Adobe Acrobat v10.0 Pro or better, the default is PDF version 1.5.

*Step1: Enter Title and Author*

- Save as PDF version 1.5 (Acrobat v6)
- From the Menu bar: File -> Properties
- Type in a descriptive title for search engine results.
- The author field should contain "U.S. Bureau of Labor Statistics. It should not contain a name (except in cases where that name is listed as the author in the contents of the document)
- Note the PDF version number, it must be 1.5.
- Click the "OK" button.
- Do not use any PDF security

*Step2: Convert your document to PDF Version 1.5 (Acrobat v6)*

- From the Menu bar: File -> Save -> As -> Reduce Size PDF
- If you are using Adobe Acrobat v11.0 Pro, from the Menu bar: File -> Save -> As Other -> Reduce Size PDF
- Select the Acrobat Version Compatibility: "Acrobat 6.0 and later"
- Click the "OK" button.

Additional information on creating PDF files is available at:



## Spreadsheets

### *Excel Version:*

"Microsoft Office Excel 2013" is the BLS standard.

[With your file open, click File ->Select a Destination->Save As->Excel Workbook (\*.xlsx) from the drop-down list]

### *Edit the Properties & add a title so the document title displays search engine results:*

- Format: [Title] (XLS)
- Example: Unemployment Rates for Metropolitan Areas, Sept. (XLS)

There is no need to edit any other Excel Properties, but you may set the company field to "U.S. Bureau of Labor Statistics". There are other fields, such as subject and author, which may be helpful to your customers.

### *Turn off any tracked changes and any personal information using Excel 2013:*

- Before you save your file for the last time before submitting it to Web Review
- On the Tools menu, click Options, and click the Security tab
- Select the **Remove personal information** from file properties on save check box
- Save the document

### *Turn off any tracked changes and any personal information using Excel 2013:*

- On the Office menu, click Prepare, and Inspect Document
- Click Inspect and follow the instructions
- Save the document

Note: There is no longer a requirement to ZIP Excel files.

## Presentations

- PowerPoint files containing charts or maps should be converted to PDF. (In general, PowerPoint presentations for meetings or conferences are not posted to the BLS website.)

## Multimedia

### **Video**

- Video must be encoded to Flash version 8
- Must include close caption text for section 508 compatibility
- A transcript must accompany the video for section 508 compatibility

### **Audio**

- A transcript must accompany audio files for section 508 compatibility

- MP3 file format:
  - 128 kbps Stereo / 64 kbps Mono
  - 16bit
  - 44.1 kHz sample rate

## Text Files

Text files on Bls.gov are formatted with the following settings:

### General Settings

- Character set: Latin1 (ISO-8859-1)
- Line returns: Windows (CR+LF)
- Max file size: 4GB

### New Release Files

- 80 Characters per line

### Data Files:

- Tab-separated values
- Text in double-quotes
- Escape character: \

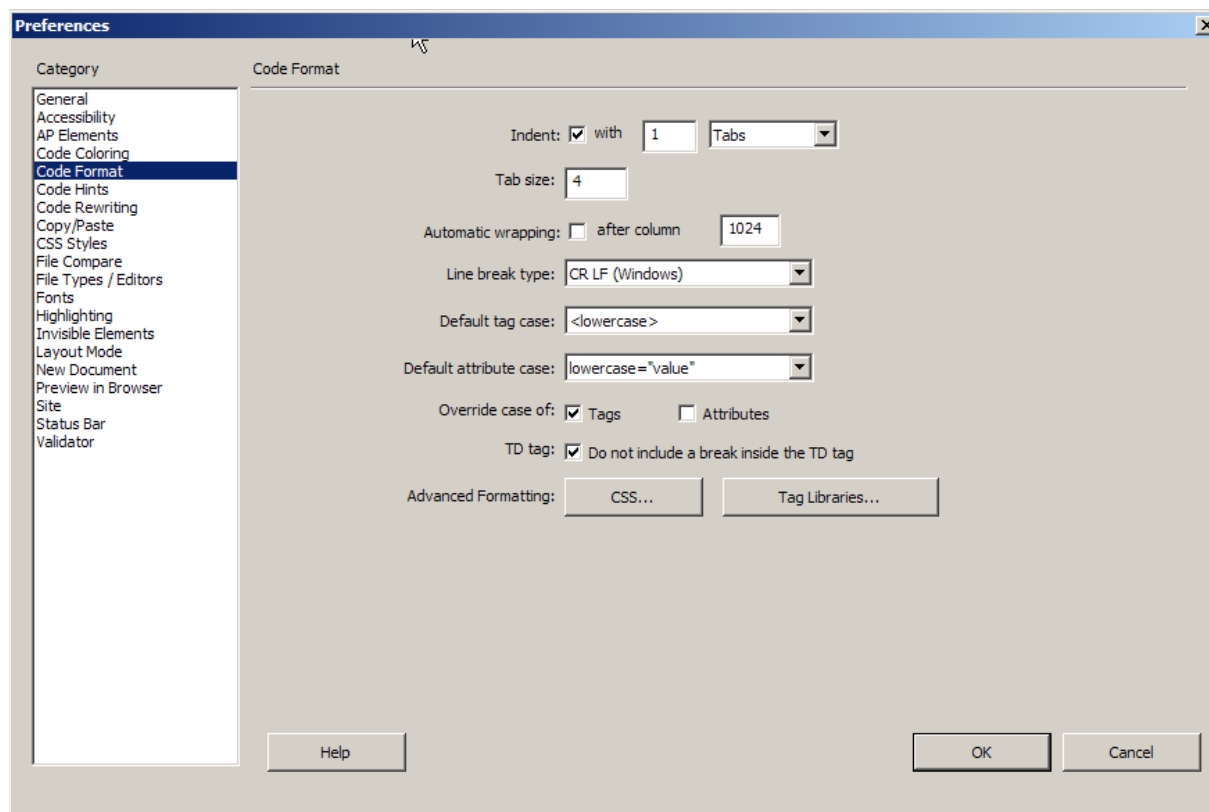


# Dreamweaver

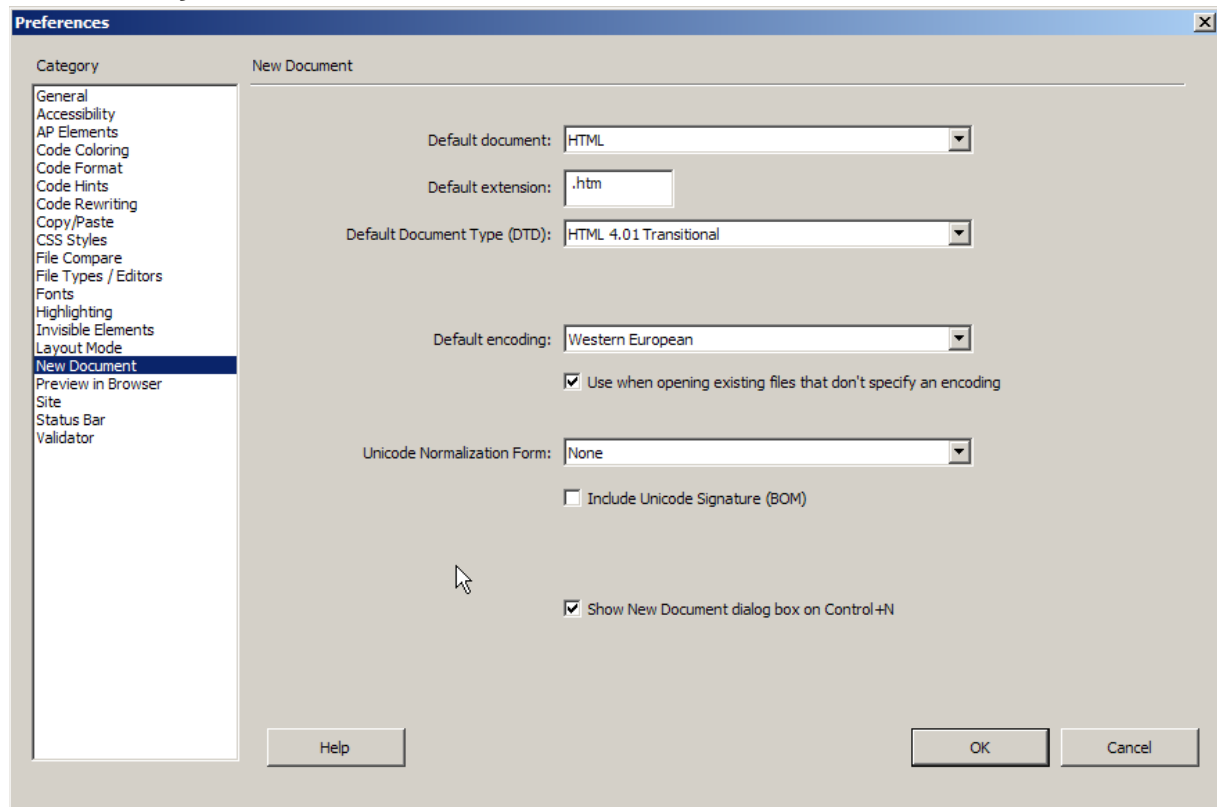
Adobe Dreamweaver is the BLS standard Web page editor

## Dreamweaver Preferences

### Code Format



## Document Defaults



## Dreamweaver Techniques

### *Use Dreamweaver to validate your HTML*

All HTML pages submitted to LABSTAT should be validated.

- Window -> Results
- Validation Tab
- Click the green arrow (play button) to validate

### *Use Dreamweaver to "pretty-print" your HTML*

Printing-printing formats your HTML code by indenting each nested tag by one tab.

- Commands-> Apply Source Formatting

### *Use Dreamweaver to clean up your HTML*

- Commands-> Clean up HTML

## Dreamweaver Sites

If you use Dreamweaver sites, and use Dreamweaver Templates & Libraries, you must remove all Dreamweaver special markup before submitting your files to LABSTAT.

### *In Dreamweaver:*

- Commands -> Clean up HTML ->
- Check "Dreamweaver special markup"
- Click OK.

## Use Dreamweaver to Convert Word Documents to HTML

If you would like to preserve the formatting you have applied to your document in Word, such as headings, bolds and italics, you may use Dreamweaver as a time-saving tool.

- Use Dreamweaver's Word import filter
  - File -> Import -> Word Document
- Use Dreamweaver's smart paste command
  - Edit -> Paste Special...
  - Select "Text with Structure plus basic formatting"

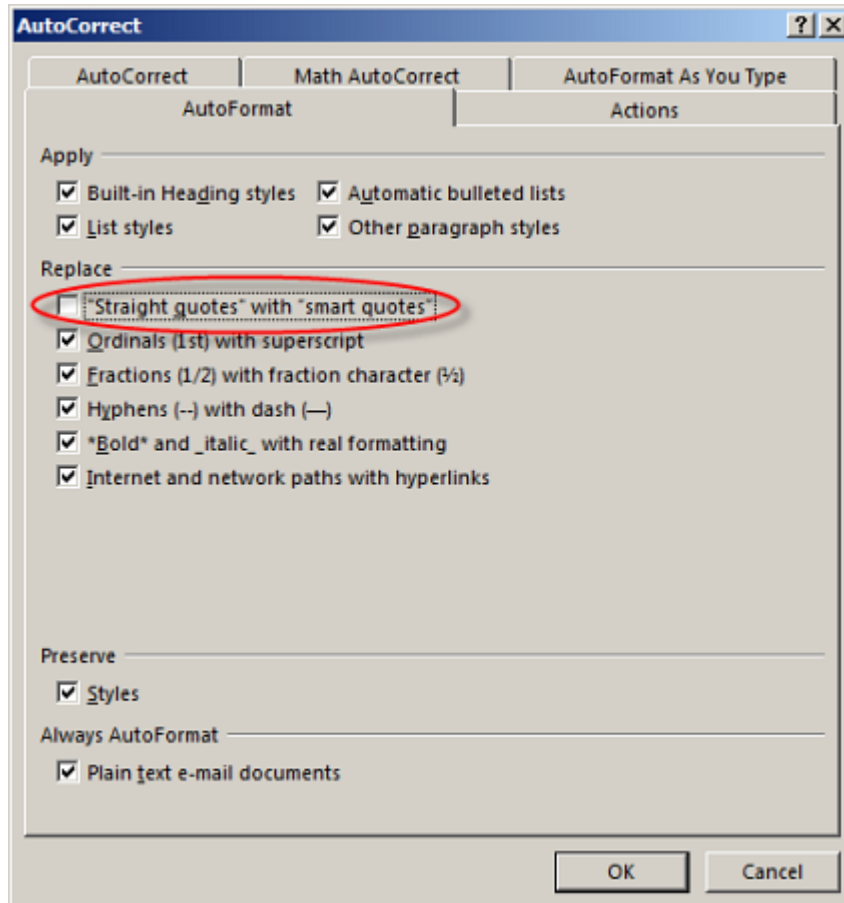
# Microsoft Office

## Techniques for Microsoft Word

"Microsoft Office Word 2013" is the BLS standard.

### *Turn off smart quotes in Word 2013:*

- Click on File -> Options -> Proofing -> Auto Correct Options button -> AutoFormat Tab
- AutoFormat As You Type tab-> Replace as you type
  - Uncheck "Straight quotes" with "smart quotes"
  - Click "OK"
  - Click "OK"



### *Turn off smart quotes in Word 2013:*

- Tools-> Auto Correct Options
- Turn off AutoFormat as you type
  - Uncheck "Straight quotes" with "smart quotes"

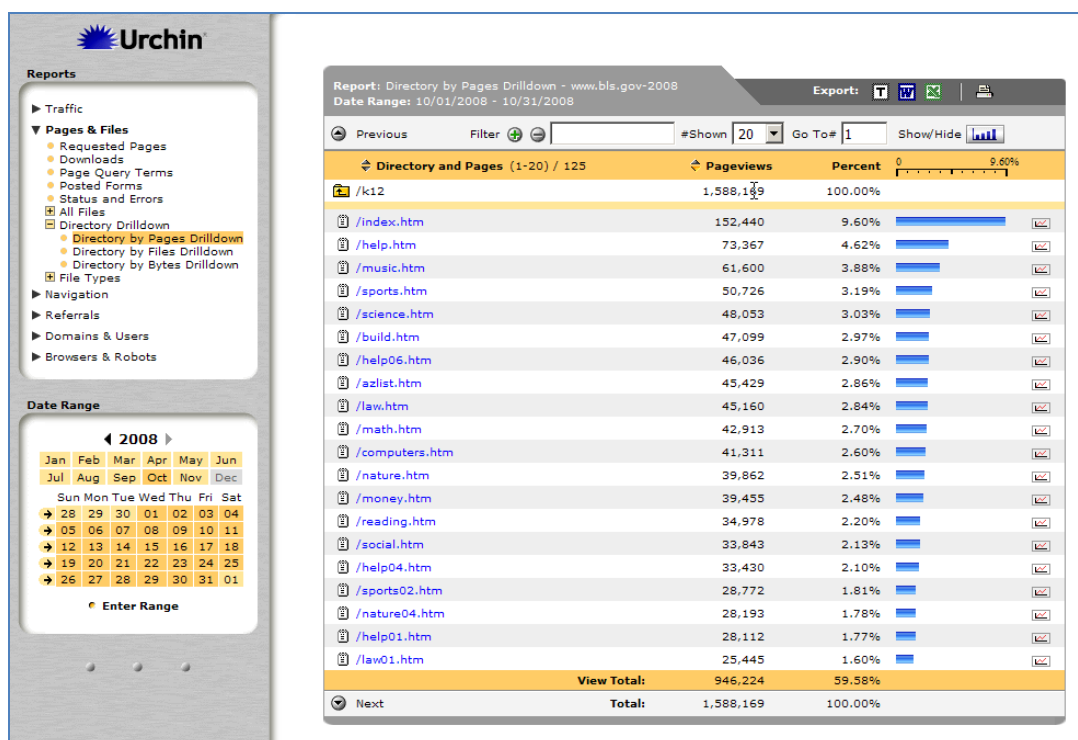
# Tracking BLS Web Site Visitors: "Web Analytics"

LABSTAT runs the Urchin software which displays statistical information about bls.gov web site visitors.

- [REDACTED]

## Find information about your program's visitors

- On the left-side menu, click:
  - Pages and Files
  - Directory Drilldown
  - Directory by Pages Drilldown
- In main content section of the screen, click on your program's folder
- Customize the report:
  - Set "# Shown" to 100
  - Modify the Data Range in the lower left box; the default range is the current week.



Aggregated & historical data is available on the LABSTAT intranet:

## Revisions

Major revisions to the BLS Style Guide are listed in the table below. Some minor revisions and or corrections may also be included, but not mentioned.

Name	Date	Reason For Changes	Version
Simmons, Reginald	December 7, 2010 July 20, 2011	Added requirements for: <ul style="list-style-type: none"> <li>BLS Feature (See page 6)</li> <li>Factoid (See page 6)</li> <li>Grid Slots (See page 6)</li> <li>Headline Titles (See page 6)</li> </ul> Added new colors for: <ul style="list-style-type: none"> <li>BLS Homepage (See page 14)</li> <li>Color Palette (See page 15)</li> <li>Maps (See page 16)</li> </ul> Page Layouts & Templates: <ul style="list-style-type: none"> <li>Layouts (See page 25)</li> </ul> Updated Table Wizard location: <ul style="list-style-type: none"> <li>Tables (See page 34)</li> </ul>	3.0
Simmons, Reginald			
Simmons, Reginald	September 13, 2011	Added guidelines for Web Enabled News Release (See page 28)	
Simmons, Reginald	February 6, 2012	Updated Note regarding the HTML wizard to state XLSX format is NOT allowed (See page 42)	
Simmons, Reginald	February 8, 2012	Added guidelines for dynamic charts (See page 18)	
Simmons, Reginald	April 2, 2013	Updated table wizard location and documentation to include VPN-friendly website address.	
Simmons, Reginald	May 16, 2013	Added requirement re: non-standard JavaScript code submissions	
Simmons, Reginald	November 12, 2013	Updated Data Tables sections with instructions for creating sortable/filterable & scrollable fixed headers for data tables (See page 37)	3.1
Simmons, Reginald	January 28, 2014	Updated link to “Regular” table wizard.  Added MS 2013 as the BLS Standard	



Name	Date	Reason For Changes	Version
Galloway, Robbin	October 14, 2015	Updated Web Pages Files Other Than HTML (PDF Files Section)	